

## **COUNTY OF SARATOGA**

### **ALTERNATE TEST DATE**

Candidates who are unable to take an examination on the announced test date may be eligible to apply for an alternate test date. Eligible candidates who meet one or more of the following criteria will be provided with an alternate test date:

1. A death in the immediate family or household.
2. A military commitment.
3. Being a member of a traditional, religious or civil ceremonial party, such as a wedding, baptism, bar mitzvah or graduation; or a member of the immediate family or household of the individual for whom the ceremony is being held.
4. Religious accommodations. Candidates must check the appropriate area on the Application for Examination which confirms the need for religious accommodations.
5. Having a conflicting professional or educational examination. Professional examinations include but are not limited to those for CPA, ACSW and the Bar. Education examinations include but are not limited to SAT, College Boards and Graduate Records.
6. Vacations for which non-refundable down payments were made before the examination announcement was issued.
7. A required court appearances.
8. Medical emergencies involving a hospital confinement or certification from a physician that the candidate is unable to appear for the examination due to a specific medical problem of the candidate or member of the immediate family or household.
9. Emergency weather conditions, verified by the local public safety agency, that lead to the closing of specific roads, highways or independent transportation services which prevents a candidate from reaching the test center.
10. Other reasons not listed will be considered on an individual basis; however, generally these circumstances would be beyond the candidate's control. Saratoga County reserves the right to make the final decision in granting permission to obtain an alternate test date.

### **HOW TO REQUEST AN ALTERNATE TEST DATE**

1. For situations known prior to when the examination is scheduled for administration, the candidate must notify Saratoga County Personnel Department in writing a minimum of ten days before the test date. The request must contain a complete explanation of the reason the candidate cannot take the examination as scheduled and be supported by appropriate documents, if available. If the candidate does not receive confirmation of an alternate test date in writing prior to the date of the regularly scheduled exam, the candidate must contact the Saratoga County Department of Personnel at (518) 885-2225 prior to the regularly scheduled exam date in order to remain eligible for an alternate test date.

2. For emergency situations or situations that develop within ten days of the scheduled test date, the candidate must notify Saratoga County Personnel Department as soon as possible by calling (518) 885-2225. If the call is not made during regular business hours, a voice message must be left. If a message is NOT left, the candidate will NOT be allowed to take the examination on an alternate date. Candidates are expected to take the examination on the Monday following the examination, which will begin after 8:00 AM in the Saratoga County Department of Personnel office or after 8:00 AM on the first work day (Monday-Friday) after the emergency or situation has ended. In order to be eligible to take the examination, candidates must provide supporting documentation, including the length of the situation, when they appear to take the examination or they will not be permitted to take the examination.

### **CONSIDERATIONS:**

- The individual who takes the examination after the scheduled date has a responsibility to avoid exposure to any of the test material. The alternate test date candidate will be required to affirm in writing that he or she has not discussed the examination content with any individual. If the affirmation proves untrue, the candidate will be disqualified.
- Alternate test dates are granted no later than the first work date following the scheduled examination or the first work day after the emergency or situation has ended. In the case of approved vacation, the examination date is the first work date after the vacation has ended.
- This applies to all examinations administered by Saratoga County.
- Taking two civil service tests on the same day is NOT a basis for an alternate test date for one, as long as both are provided by the New York State Department of Civil Service.
- Examinations cannot be administered prior to the scheduled date.

SARATOGA COUNTY PERSONNEL DEPARTMENT  
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